

VACANCY ANNOUNCEMENT NUMBER: 01-017

POSITION (Title, Series, Grade): Management Analyst, GS-343-9/11/12/13

SALARY: \$36,656 - \$82,180 Annually

PROMOTION POTENTIAL: GS-13

OPENING DATE: September 4, 2001

CLOSING DATE: September 18, 2001

AREA OF CONSIDERATION: Status applicants Government-wide; and ICTAP eligibles in the Local Commuting Area.

DUTY LOCATION: Washington, DC

FOR MORE INFORMATION CONTACT: Richard L. Woods at 202-208-8000, ext. 1226

SPECIAL CONDITIONS AFFECTING THIS ANNOUNCEMENT: Relocation expenses will not be paid. ICTAP eligibles may apply for a special selection priority for this position. To be well-qualified and receive a selection priority for this vacancy, eligible displaced and surplus Federal employees must meet or exceed the fully successful level for the Quality Ranking Factors.

MAJOR DUTIES:

This position is located in the Office of Government Relations and Special Projects and provides assistance to the Deputy Director, the Associate Director Integrity Programs, and the Congressional Liaison Officer. While working closely with these three positions, the incumbent reports administratively to the Associate Director for Integrity Programs. The position is a primary resource in the Agency's efforts regarding international ethics and anti-corruption.

Plans and develops extensive ethics briefings for large, diverse groups of international visitors to the U.S. Office of Government Ethics (OGE). In this capacity, the incumbent represents the Agency (OGE) to embassies of foreign governments and federal agencies in the foreign affairs community, such as the Department of State, the Department of Commerce, the Department of the Treasury, and the Agency for International Development, as well as contractors for those agencies. The incumbent presents detailed plans for such activities to the Associate Director for Integrity Programs to include goals and measures to determine success in meeting those goals and upon approval of the program plans, directs their implementation.

Plans and develops Agency international technical assistance programs. This programs involve both the participation of senior OGE staff, senior officials of other agencies, and representatives of foreign governments. The incumbent's activities may involve international relations of a very sensitive nature. The incumbent identifies program goals, success measures, and takes the necessary actions to ensure that the program goals are accomplished. Program coordination among those organizations involved is the responsibility of the incumbent and in some instances, the incumbent will be expected to be an active participant within an assistance program, i.e. providing relevant training and/or consultation. Upon completion of the program, the incumbent is responsible for developing analyses of the completed effort, summarizing its intended results versus actual outcomes and providing recommendations for further action.

The incumbent is responsible for coordinating OGE responses to requests for information from outside entities regarding international ethics and anti-corruption matters. This responsibility requires an analysis of key issues raised by specific requests, communicating those issues verbally and in writing to senior Agency officials, independently retrieving data and information from outside sources, and preparing an Agency response by senior Agency officials. Such requests for information might include international survey instruments, questionnaires regarding aspects of OGE programs, or requests for review of and comment on proposed ethics initiatives from foreign governments.

The incumbent is the primary individual responsible for collecting data on ethics programs of foreign governments and maintaining records and documents related to OGE's international contacts and activities. The incumbent is also responsible for developing computer databases to track and summarize OGE's international activities for use in reports to Congress, the Office of management and Budget and the OGE Director regarding the OGE Strategic Plan.

The incumbent will be responsible for reviewing proposed legislation and Congressional testimony, as well as legislative inquiries, for possible impact on subject areas under OGE's jurisdiction. Such duties entail an analysis of the content of the legislation/comment/inquiry, presenting his/her findings to senior Agency officials, and preparing effective responses and supporting documents for senior agency officials' signatures. Incumbent may also aid the Congressional liaison officer in representing OGE to Members of Congress and their staffs.

QUALIFICATION REQUIREMENTS:

Candidates must have one year of specialized experience equivalent to the next lower grade, which has equipped the applicant with the particular quality ranking factors to successfully perform the duties of this position. Experience is typically in or related to the work of this position described.

EVALUATION CRITERIA: Applicants must include an addendum to their application which specifically addresses their experience and training as it relates to each of the following quality ranking factors. Prepare a concise narrative addressing how your experience/education provided you with that quality ranking factors.

QUALITY RANKING FACTORS

1. Knowledge of statutes, regulations, and executive orders relating to financial disclosure, conflicts of interest, and post employment conduct, including the Ethics in Government Act of 1978, as amended, and Executive Order 12674 as modified by 12731.
2. Knowledge of international anticorruption programs, and the applicability of specific systems to particular problems of law, anticorruption efforts, or administrative systems.
3. Skill in developing objectives, establishing priorities, and defining the scope of programs and presentations to international groups and multinational organizations.
4. Knowledge of the U.S. Federal Level Legislative process in both the scope and technical detail necessary to respond to inquiries about legislation.
5. Skill in planning, organizing and directing individual and team consultation with outside entities to accomplish clearly articulated goals and objectives.
6. Ability to communicate effectively both orally and writing.
7. Skill in using tact, diplomacy, cultural sensitivity, sound judgement and persuasion.

BASIS OF RATING:

Basically qualified applicants may be evaluated further to identify those who are best qualified. This determination will be based on a review of relevant experience, education, training, awards, and letters of commendation to determine the degree to which the applicant possesses the knowledge, skills and abilities contained in the Quality ranking Factors.

HOW TO APPLY:

1. You may apply using a resume, the Optional Application for Federal Employment (OF-612) or any other application you choose, including an SF-171, Application for Federal Employment. If you choose to use an SF-171, do not answer questions 38-47.

Job finalists will be asked to complete an Optional Form 306, Declaration for Federal Employment, to determine their suitability for Federal employment and to authorize a background investigation. If you decide to submit any other format other than the OF-612 or SF-171, the following information must be included:

- **JOB INFORMATION** - Announcement number, title and grade of the position for which you are applying.

- **PERSONAL INFORMATION** - Full name, mailing address (with ZIP Code), day and evening phone numbers (with area code), social security number, and country of citizenship.

- **EDUCATION** - Name, city and State of high school, colleges and universities attended, majors, and type and year of any degrees received.

- **WORK EXPERIENCE** - Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary, and indicate if we may contact your current supervisor.

- **OTHER QUALIFICATIONS** - Job-related training courses (title and year), job-related skills, job-related certificates and licenses, and job-related honors, awards, and special accomplishments.

2. Clearly describe in your application or resume how your work experience, education and/or training meet the **specialized experience** requirement. Providing this information is extremely important as it will be used to determine who are the best qualified candidates among those eligible to compete for the position.

3. Persons applying under ICTAP must submit a copy of their specific Reduction-In-Force (RIF) separation notice or certificate of expected separation, along with official documentation reflecting the promotion potential of their most recent Federal position.

4. Males over the age of 18 born after December 31, 1959, must indicate on their application that they have registered with the Selective Service System (or have an exception) to be eligible for a Federal job.

5. To claim 5-point veteran's preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point veteran's preference, attach an SF-15, Application for 10-Point Veteran's Preference, plus the proof required by that form.

6. Applicants must submit a copy of their most recent performance appraisal and notification of Personnel Action (SF-50) showing position title, series, and grade.

Send applications to:

U.S. Office of Government Ethics
ATTN: Richard L. Woods
1201 New York Avenue, NW, Suite 500
Washington, DC 20005-3917

Deadline for Applications:

All required documents must be post-marked by closing date of announcement.
Federal regulations prohibit consideration of applications received in U.S. Government franked envelopes.

The U.S. Office of Government Ethics is an Equal Opportunity Employer. All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, handicap, personal favoritism or any other non-merit factor.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.